

**LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH  
CHILDREN'S SYSTEM OF CARE  
FIRST 5 LA PARENT-CHILD INTERACTION THERAPY (PCIT)  
REIMBURSEMENT GUIDELINES - CAPITAL NEEDS AND TRAINING STIPENDS**

On July 1, 2012, the Los Angeles County Board of Supervisors authorized a strategic five year partnership between the Department of Mental Health (DMH) and Los Angeles County Children and Families First – Proposition 10 Commission (aka First 5 LA), to implement the expansion of Parent-Child Interaction Therapy (PCIT) for the focal population of children ages two through five throughout Los Angeles County. Funding will be allocated based on the number of clinicians comprising the treatment team, estimated build out, etc.

Capital needs funding and training stipends are also available to qualified providers. The maximum capital needs and training stipend funds amount for each provider is specified in their executed contract. The total amount paid cannot exceed the agency's capital needs and training funds allocation for the contract FY.

NO EXTENSION ON UNSPENT FUNDING ALLOCATION

DOCUMENTATION REQUIREMENTS FOR REIMBURSEMENT

To request reimbursement, agencies must submit the appropriate DMH First 5 LA PCIT reimbursement form. Allowable costs associated with starting or advancing a PCIT program include DMH approved capital needs improvements and staff training stipends.

1. DMH First 5 LA PCIT Capital Needs Funds: Submit the completed invoice Financial Exhibit B3 for Fiscal Year 2012-2013 or Financial Exhibit B4 for Fiscal Year 2013-2014 identifying product ID, description, date on invoice and/or receipts, quantity, unit cost, and total reimbursement amount. Back-up documentation in the form of the approved capital needs proposal request form, invoices from vendors, and original receipts from retailers must be attached to receive reimbursement. Capital Needs funds are not to exceed the maximum allocation in the provider's contract amendment.
2. DMH First 5 LA PCIT Sponsored Off Site Trainings and UC Davis PCIT Webinar: Submit the completed Financial Exhibit B-5 identifying the training, staff that participated in the training, date of specific training attended, licensure type, actual number of training hours, and the total reimbursable cost. Stipends are for **face to face hours only** and cannot exceed the maximum allocation in the provider's contract. Backup documentation in the form of Certificates of Attendance and/or Certificates of Completion must be attached to receive reimbursement.
3. DMH First 5 LA PCIT Sponsored Site Based Trainings: Submit the completed Financial Exhibit B-5 identifying the training, staff that participated in the training, date of specific training attended, licensure type, actual number of training hours, and total reimbursable cost. Stipends are for

**face to face hours only** and cannot exceed the maximum allocation in the provider's contract. Backup documentation in the form of sign-in-sheets that have been signed by the clinician, UC Davis Trainer, and the supervisor must be attached to receive reimbursement.

**All claims must be submitted to DMH within sixty (60) days from the month in which the expenditure occurred.**

**Please submit invoices to:**

County of Los Angeles Department of Mental Health  
Provider Reimbursement Section (PRS)  
550 S. Vermont Avenue 8<sup>th</sup> Floor  
Los Angeles, CA. 90020